



Update User Profiles

To update user profiles, complete the following steps:

1. Click the **Administration** tab.
2. Select **User Administration** and click **Update User Profiles**. The *Update User Profiles* page appears.



Application Tip

The **Update User Profiles** function updates the account status, personal information, provisioning of the user profiles based on OTCnet Online. If a **Check Capture Administrator (CCA)** downloads an inactive user profile, and then later decides to activate it for OTCnet Offline, it will be active. Updating user profiles in OTCnet Offline does not change a user's profile in OTCnet Online.

3. Click **Update**. The *Update All Users* dialog box appears.
4. Click **Close**.



Application Tip

It is highly recommended that the **Cancel** button is not clicked instead wait for the **Close** button to ensure the user profiles display on the *Confirmation* page.

5. A *Confirmation* page appears showing the user profiles have been updated.



Application Tip

Additional button on the page that help you perform other tasks:

- Click **Return Home** to the OTCnet Home Page.